



Environmental Protection Agency's Office of Small and Disadvantaged Business Utilization

At A Glance!

OSDBU's Mission:

The Office of Small and Disadvantaged Business Utilization advocates for small businesses; it assures the development of the policies and conducts oversight of the Agency's resources as they relate to opportunities for partnerships, contracts, sub-agreements, and grants appropriately utilized and awarded to small, socio-economically disadvantaged, Women-Owned Small Businesses, HUBZone firms, 8(a) firms, and Service Disabled Veteran-Owned Small Businesses. The Small Business Ombudsman within OSDBU advocates within the Agency for small businesses on proposed environmental regulations likely to impose economic impacts on small businesses assures that the concerns of small businesses are addressed and given a voice in the Agency, and that the burden on small businesses under proposed regulations are reduced to the greatest extent possible.

OSDBU's Vision:

"Advocating and assisting small businesses and minority serving institutions through teamwork, communication, and motivation."

EPA's Direct Procurement Program:

The Office of Small and Disadvantaged Business Utilization (OSDBU) develops, in collaboration with the Director of the Office of Acquisition Management Division (OAM), the Office of Administration and Resources Management (OARM), and EPA senior-level officials, programs to stimulate and improve the involvement of small business, minority business, labor surplus areas and women-owned business enterprises in the overall EPA procurement process. OSDBU monitors and evaluates Agency performance in achieving EPA goals and objectives in the above areas, and recommends the assignment of EPA Small Business Representatives of the Small Business Administration to carry out their duties pursuant to applicable socioeconomic laws and mandates. Below is just a sample of the programmatic activities that the direct procurement program is involved in:

- Developing policy and procedures impacting socioeconomic businesses
- Establishing and monitoring direct procurement and subcontracting goals for: including Small Business, Small Disadvantaged Business 8(a), Minority 8(a)

Business, Women-Owned Businesses, Service Disabled Veteran-Owned Small Business, Veteran-Owned Small Business, HUBZone Business,

- Compiling, collecting and assembling statistical data on socioeconomic programs
- Performing Subcontracting Reviews and Approvals,
- Conducting Outreach Efforts (Economic Development Programs for Selected Urban Centers)
- Providing Educational Training Programs through Co-sponsorship of Workshops, Seminars and Trade Fairs

EPA's Indirect Procurement Program:

OSDBU is also responsible for establishing policy and providing procedural guidance for the utilization of small, minority and women-owned businesses under the Agency's financial assistance programs. It is EPA's policy (40 CFR Sec. 31.36(e)) that recipients of EPA financial assistance through grants and cooperative agreements award a "fair share" of sub agreements to small, minority and women-owned businesses.

- EPA is one of three Federal Agencies (the other two are DOT and NASA) that have a goaling program for procurement dollars going to MBEs and WBEs through assistance agreements.
- This is a key program for the small business community because EPA spends about 4 times as much under grant programs as under direct procurement programs.

EPA's Small Business Ombudsman Program:

The SBO serves many roles, including: EPA Small Business Ombudsman (SBO); EPA Asbestos Ombudsman; EPA Point of Contact under the Small Business Paperwork Relief Act of 2002; as well as Provide support for State Small Business Environmental Assistance Programs (SBEAPs). The Small Business Ombudsman is your advocate for:

- **Assistance** We answer regulatory questions via a toll-free hotline, provide more than 350 EPA publications free of charge, develop compliance assistance tools, and give direct access to regulatory assistance via a comprehensive Web site.
- **Communication** We publish a newsletter twice a year that reports on important Agency activities and provide timely alerts to small businesses and interested service providers about EPA actions.
- **Leadership** We help Agency officials understand the special needs of small businesses, represent small business views during EPA regulatory activities, and facilitate dispute resolutions between small businesses and EPA.
- **Outreach** We support the small business assistance program in each of the 50 states and work with small businesses, service providers, and state and regional officials to address small business needs.

EPA's Minority Academic Institutions Program (MAI):

The MAI program is meant to assist the Agency's Minority Academic Institutions (MAI) Program, the Office of Small and Disadvantaged Business Utilization (OSDBU)

is forming a senior-level steering committee to provide input on strategy, resource allocation, and implementation of the MAI Program. OSDBU wants to identify all substantive relationships between the Agency and MAIs (Historically Black Colleges and Universities, Tribal Colleges and Universities, and Hispanic Serving Institutions) that are active or have been active within the past five years. MAI Program Strategy will center around the theme of doing "M.O.R.E." with Minority Academic Institutions.

- Mission Implementation
- Outreach
- Research/Review
- Exchange